

## Instructions for Pcard Administrators

OMB encourages the use of the Pcard. Look at the Pcard as a method of payment. It will save time and money for the state. It will reduce administrative costs and paperwork, eliminate purchasing delays, improve supplier relations, give agencies increased information about purchasing transactions, and reduce the number of checks issued.

Before starting your Pcard program, you should read the Purchasing Card Manual in its entirety. It is only nine pages so it won't take long.

Contact the state Pcard administrator at (701)328-4904 for instructions and help with the setup. If there are problems with reallocation, call (701)328-2682.

Meet with cardholders and give them a copy of the Purchasing Card Manual and the Cardholder Responsibilities document to read. Explain policies and procedures, as in Policy 300 in the Fiscal and Administrative Policy Manual.

See that cardholders are enrolled in the proper training through the OMB Procurement Office before they receive their cards.

Show cardholders how to complete the online application through GE NetApps.

The statement period runs from the third of each month through the second of the following month. Transactions will be downloaded once a month from GE to PeopleSoft. This will happen the first business day after the statement period ends. **For example:** If the statement period runs Sept 3<sup>rd</sup> - Oct 2<sup>nd</sup> we would download the transactions to PeopleSoft on Oct 3<sup>rd</sup>. An email will be sent to the reallocators telling them that transactions have been downloaded and how long they have to reallocate. If the transactions are not reallocated by this time, they will be processed as is using the default coding and will have to be adjusted later by a journal voucher in PeopleSoft.

Listed below are the different GE applications and pertinent information for each application. You will have the ability to follow the links to **NetService** and **NetApps** from **SAM**. However, all the links are listed below as well:

**SAM (Strategic Account Management)**, is a secure, web-based account management and reporting system. It is a powerful relational database that offers extensive reporting capabilities.

**SAM** - <https://gesamservice.corpcard.com> To sign into SAM, the database name is **northdakota**. The SAM user name must be 8 characters or less in length – your login will be the **first letter of your first name and up to 7 letters of your last name**. The password is **abc123abc**. You will be prompted to change that after you login.

## NetApps

NetApps is the online application for new cardholders. After the cardholder completes the application and agrees to the terms and conditions, they will click the submit button. The NetApps approval process goes – from cardholder to manager; from manager to agency PA; from agency PA to state PA; and then is submitted electronically to GE for card issuance.

**NetApps** - <https://www.genetapps.com/> **click on client login**

**The NetApps applicant logon is stateofnd and password is pa55word.**

On the application, 4<sup>th</sup> box down from top, it will say “Input same value as Site ID below”. Example: **11000 OMB-Fiscal**. This is the box that is used for the **2<sup>nd</sup> line embossing** on the card, directly below the name of the cardholder. Cardholders must type in this box, the number and name of the agency **exactly** as in the site ID box in the “Mailing Address Information” section.

Cardholders must know their Employee ID number to complete the online application in NetApps. Charges will come through PeopleSoft by Employee ID number. It is important to have all employees show an email address on the application, as that email address serves as the signature for the Purchasing Card Cardholder Agreement.

Default card limits are set at a \$2,500 single purchase limit and a \$10,000 monthly limit. As before, changes are to be requested through email to the state Pcard administrator and an approval or decline email will be sent to the requester. Once approved, most changes can be made by the agency Pcard administrator through NetService. There are some that will need to be done through the state administrator or GE, such as MCC changes or hierarchy changes.

## GE NetService

GE NetService provides Pcard administrators with real-time access to account information. You will be able to issue manual authorizations, view authorization and decline information, suspend or close accounts, re-open an account, post messages to cardholders, and add account notations. Access **GE NetService in SAM**. From the Cardholder Administration page, Account Information, click **Edit**, you will automatically be taken to **NetService**.

Always feel free to contact OMB at 328-4904 or 328-2682 if you have questions or need assistance.